



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.14	Subject: EMPLOYEE TRAVEL
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2 and Attachment
Section 2: Fiscal Management	Effective Date: June 1, 1998
Signature: /s/ Mike Ferriter, Director	Revision Dates: 02/02/00; 06/01/02; 03/28/07

I. POLICY

The Department of Corrections will adopt the guidelines established in the Montana Operations Manual, Volume 1, Chapter 0300, Employee Travel.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. 2-15-112, 53-1-203; *Montana Code Annotated*
- B. *Montana Operations Manual, Volume 1, Chapter 0300, Employee Travel*

IV. DEFINITIONS

Facility – Refers to any prison, correctional facility, correctional or training program under Department jurisdiction or contract.

V. DEPARTMENT DIRECTIVES

A. General Requirements

1. Employees who are authorized to travel will review the travel section in the Montana Operations Manual upon hire and at such times as changes are promulgated by the Department of Administration (see <http://doa.mt.gov/doatravel/travelmain.asp>)
2. The Administrative & Financial Services Division will notify all facilities of changes in employee travel procedures, and will modify this policy as needed.
3. Employees must submit travel expense vouchers for reimbursement of travel expenses. The travel voucher may be completed electronically or manually; however, it must be signed manually by the employee and supervisor.
4. It is the responsibility of the employee to retain a copy of each expense voucher and attached receipts for the employee's own records.

VI. CLOSING

Questions concerning this policy should be directed to the Administrative & Financial Services Division administrator.

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VII. ATTACHMENT

Travel Expense Voucher